



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

DEVAL L. PATRICK
Governor

TIMOTHY P. MURRAY
Lieutenant Governor

LESLIE A. KIRWAN
Secretary

PAUL DIETL
Chief Human Resources Officer

March 11, 2008

Dear Fire Chief Applicant:

I am writing to inform you about certain requirements for the District Fire Chief, Deputy Fire Chief and Fire Chief examinations scheduled for March 22, 2008.

The exam will begin at 9:00 a.m. Please be on time, since there will be a registration process.

Since you have already received your exam site assignment, please visit the Civil Service website: www.mass.gov/civilservice and select "Exam Forms" to obtain the:

- Education and Experience (E&E) Rating Worksheet
- Instructions for E&E Rating Worksheet
- Employment Verification Form.

Please bring the E&E Rating Worksheet, the Employment Verification Form, and all supporting documentation to the exam. You will be asked to copy the information on the E&E worksheet to a scannable form before the test begins. You will also be given a manila envelope at that time, so that you may submit the other documents.

In addition, please bring your notice to appear, photo identification, #2 pencils, and a good eraser.

Books, notes and calculators may not be used during the test. Cell phones, pagers, personal digital assistants (PDA's) and electronic communication devices of any kind will not be allowed in the exam facility. This requirement will be strictly enforced.

Non-compliance by a test-taker with any HRD rules or regulations, including instructions provided by an exam proctor, may result in cancellation of his or her exam mark.

If you require further assistance or have any questions, please call 617-878-9895 or email CivilService@MassMail.State.MA.US

Sincerely,

A handwritten signature in cursive script that reads "Sally A. McNeely".

Sally A. McNeely
Director
Civil Service Unit